

– see instructions on the next page of this form (or reverse side if a hard copy)

## INDEPENDENT STUDY PROJECT FORM

### Department of Architecture

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Semester: (e.g., Fall 2020)

STUDENT NAME:

MIT ID #

Course IV      Other (note #)      E-Mail address

Graduate:      Undergraduate:

Pass/Fail      OR graded      # of units

[type of grading – P/F or normal grading – units must be noted or a subject number cannot be assigned.]

Subject Number: [to be filled in by Department administrator]

Subject Name: Independent Study in

Project Proposal: *[Description of project including scheduled meeting dates with supervisor and timeline for completion.*

*If text will not fit in box please add a separate page and submit with form].*

Project Supervisor Name:

(Please Print)

Project Supervisor signature:

Date:

*This form must be completed and signed by a Course 4 instructor/supervisor before a subject number will be assigned.*

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RETURN THIS FORM to **Architecture Headquarters** in **7-337** no later than **ADD DATE**. A copy will be sent to the Project Supervisor at the end of the term when grades are due. **Subject must be added to your registration using the [online ADD/DROP form](#).** Instructions on next page (or reverse side if hard copy).

# INSTRUCTIONS FOR COMPLETING INDEPENDENT STUDY PROJECT FORM

## Steps:

1. A student interested in independent study in the Department of Architecture must secure the supervision of a **Department of Architecture faculty member \***.
2. After **completing the form \*\*** on the reverse side of this page, **have your supervising faculty member sign the form. Bring or send the signed form to Department headquarters in 7-337 (Tonya Miller or Tessa Haynes).**
3. A staff person in Department headquarters will assign an *Architecture subject number* (either while you wait or via email). **Important note:** please do **not** register under what you **think** the number is; there are different numbers for each discipline area and then further broken down by graduate/undergraduate).
4. **Register** for the assigned subject number.

\* (**Note:** Course 4 students who wish to do independent study with a faculty member in a **different** department, must secure a subject number from that Department with which to register).

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## Proposal

The student should submit a **proposal** to the project supervisor that includes:

- A **statement** of the intellectual goal of the project.
- An **explanation** of the relation of the proposed endeavor to the student's overall educational goal.
- A **plan** for approaching the intellectual problem
- A **statement** of the expected deliverables and their evaluation
- A **statement** of the amount of time to be expended in the effort (a timetable of deliverables)

## \*\* Misc. Form Details

- All fields must be completed.
- The grading system, grade or pass/fail, is determined in consultation with your supervisor.
- Credit units to be earned, based on the duration and effort to be expended and to be determined by the supervisor (generally 6, 9 or 12).

IMPORTANT: The subject can be added to your registration form by the Registration deadline, otherwise it **must be added via the [online Add/Drop form](#) prior to [Add Date](#).**